

FREE

## ROUTING AND RECORD SHEET

INSTRUCTIONS—Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM:

25X1A9a

NO.

DATE

Chief

Administrative Staff (Special)

NO.

DATE

1703-J

OFFICE

May 52

COMMENTS

1.

ADDA(S)

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

1. I strongly recommend favorable action.

2. The reason the Administrative Staff (Special) is selected for the placement of this Unit is because it is a centralized administrative service and control function. It would assist SO, PC, the Personnel Director, the Special Contracting Officer and the CCC.

3. The Personnel Director has not as yet concurred but has received a copy of the proposal and is making a study thereof.

(to ADDA/S)

This went out 126 May with concurrence of Finance  
OPC  
and OSO

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